

IBERIA PARISH LEVEE, HURRICANE, AND CONSERVATION DISTRICT
MINUTES

DATE: Thursday, June 4, 2015

TIME: Six (6:00) O'Clock P. M.

ATTENDANCE: James Stein, Patrick Broussard, Benson
Langlinois, Frank Minvielle, Carol Bourgeois,
Jr., and James Landry.

ABSENT: Scott Saunier, Alfred "Todd" Landry, and Ronald
Gonsoulin.

OTHERS: Ray Fremin, Jr., Executive Director, Stan Aucoin and
Pat Landry - CPRA; Ralph Libersat, Shelley Sparks, &
Beau Tate - Royal Engineers and Consultants, LLC, and
Councilmen Marty Trahan.

CALL TO ORDER

PRAYER AND PLEDGE

Mr. Benson Langlinois led the Pledge of Allegiance.

Mr. Carol Bourgeois, Jr. led the District in prayer.

ROLL CALL

APPROVAL OF MINUTES

- Regular Meeting of April 28, 2015

A motion was made by Mr. Frank Minvielle, seconded by Mr. Benson
Langlinois, that the minutes of April 28, 2015 are approved as
presented.

This motion having been submitted to a vote, the vote
thereon was as follows:

YEAS: James Stein, Patrick Broussard, Benson Langlinois,
Frank Minvielle, Carol Bourgeois, Jr., and James
Landry.

NAYS: None.

ABSENT: Scott Saunier, Alfred "Todd" Landry, and Ronald
Gonsoulin.

And the motion was therefore passed on this 4th day of
June, 2015.

PERSONS TO ADDRESS

None.

SPECIAL BUSINESS

None.

PUBLIC COMMENTS ON BUSINESS TO BE DISCUSSED

(Comments accepted from the general public)

A motion was made by Mr. James Landry, seconded by Mr. Patrick Broussard, that the Iberia Parish Levee, Hurricane, and Conservation District does hereby recess its Regular Session and convene into Public Hearing to receive public comments on business to be discussed.

This motion having been submitted to a vote, the vote thereon was as follows:

YEAS: James Stein, Patrick Broussard, Benson Langlinais, Frank Minvielle, Carol Bourgeois, Jr., and James Landry.

NAYS: None.

ABSENT: Scott Saunier, Alfred "Todd" Landry, and Ronald Gonsoulin.

And the motion was therefore passed on this 4th day of June, 2015.

Upon hearing no comments, a motion was made by Mr. James Landry, seconded by Mr. Patrick Broussard, that the Iberia Parish Levee, Hurricane, and Conservation District does hereby recess its Public Hearing and reconvene into Regular Session.

This motion having been submitted to a vote, the vote thereon was as follows:

YEAS: James Stein, Patrick Broussard, Benson Langlinais, Frank Minvielle, Carol Bourgeois, Jr., and James Landry.

NAYS: None.

ABSENT: Scott Saunier, Alfred "Todd" Landry, and Ronald Gonsoulin.

And the motion was therefore passed on this 4th day of June, 2015.

DIRECTOR'S REPORT

Executive Director Ray Fremin, Jr. directed the members of the District to a handout which provided the following financial information:

Expenses - \$37,000:

- \$26,000 for three invoices paid to Royal Engineers & Consultants, LLC with a request for reimbursement sent to Facility Planning & Control,
- Ronald Gonsoulin and Patrick Broussard refunded for startup costs,
- ALBL Workshop registration and some hotel costs,
- Quick Books program, and
- The Director's payroll and insurance benefits.

Revenues - \$124,000:

- \$49,000 Port of Iberia grant; and
- \$75,000 Iberia Parish Council grant.

Remaining Balance: \$87,000

Mr. Fremin referred the members of the District to a proposed 2015 Budget, which he requested that they take home to review and address any corrections at the District's next meeting. He further requested that they authorize him to purchase a printer for the District's office.

Chairman James Stein stated that the Port of Iberia has pledged an additional \$25,000 a year to the District, totaling \$50,000 yearly. Mr. Stein then stated that he authorized Mr. Fremin to seek bids from three CPA firms in order to assist with financial related matters, in compliance with State Law.

Mr. Fremin continued to report that he has attended several meetings locally and throughout the State, familiarizing himself with all aspects of the job and current events related to the District.

Mr. Fremin noted that he also met with Promotional Images, who removed outdated information from the District's website and listed the site as "under construction".

Mr. Fremin confirmed that CPRA is drafting a proposed agreement to be executed by the District for a \$50,000 grant.

OLD BUSINESS

1. Updates:

- a. A revised cost estimate for the installation of a flood gate on Longside Road to provide for the drainage of water, as requested by the Iberia Parish Council;

Mr. Beau Tate with Royal Engineers and Consultants, LLC presented a revised proposal to the members of the District for the design of a flap gate structure on the M-6 drainage canal. He stated that Royal's proposed fees are \$46,000 with a construction cost estimate of \$162,000 with a 25% contingency.

It was then stated that said proposal shall be forwarded to the Iberia Parish Council Finance Committee.

- b. Report on meeting with Parish Chairman Troy Comeaux, members of the Levee District and Representatives of Royal Engineers and Consultants related to the requested listing of projects eligible for the Gulf Coast Restoration Trust Fund Allocations (Buckets 1 through 5), as requested by the Iberia Parish Council;

Chairman Stein stated that funding is available in bucket one of the Gulf Coast Restoration Trust Fund Allocations. He explained that Iberia Parish Government has agreed to grant the District a portion of this funding and that the placement of the remainder of the funding has yet to be determined.

- c. An Intergovernmental Agreement with the Parish of Iberia for the RESTORE Act Funding in the total amount of \$180,000; and

Chairman Stein stated that \$180,000 has been committed to the District out of the first bucket and that the Parishes attorney is waiting for further direction in order that the Intergovernmental Agreement can be executed.

- d. A \$50,000 donation from the Coastal Protection and Restoration Authority.

Chairman Stein stated that the CPRA is drafting an Intergovernmental Agreement with the District so that the funds may be accessed.

NEW BUSINESS

1. Discuss and consider a Resolution authorizing payment of Invoice No. 2015-03-04 to Royal Engineers and Consultants, LLC, in the total amount of \$12,018.70 for Professional Consulting Services for the Master Plan Enhancements and Initial Permitting Project from April 01 - 30, 2015, and further authorizing submission of said invoice to the Office of Facility Planning and Control for reimbursement.

A motion was made by Mr. Frank Minvielle, seconded Mr. Carol Bourgeois, Jr., that a Resolution be adopted authorizing payment of Invoice No. 2015-03-03 to Royal Engineers and Consultants, LLC, in the total amount of \$12,018.70 for Professional Consulting Services for the Master Plan Enhancements and Initial Permitting Project from April 01 - 30, 2015, and further authorizing submission of said invoice to the Office of Facility Planning and Control for reimbursement. (Resolution No. 2015-20)

This Resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: James Stein, Patrick Broussard, Benson Langlinais, Frank Minvielle, Carol Bourgeois, Jr., and James Landry.

NAYS: None.

ABSENT: Scott Saunier, Alfred "Todd" Landry, and Ronald Gonsoulin.

And the Resolution was therefore passed on this 4th day of June, 2015.

Ms. Shelly Sparks, Project Manager with Royal Engineers and Consultants, LLC provided a PowerPoint update on the status of contracted services with the District.

Upon the completion of the presentation, Ms. Sparks questioned the members of the District if they would like to proceed beyond the hold point outlined in the contract.

A motion was made by Mr. Frank Minvielle, seconded by Mr. Benson Langlinais, that a Resolution be adopted authorizing Royal Engineers and Consultants, LLC to continue with their services as outlined beyond the hold point of the fully executed contract between the Iberia Parish Levee, Hurricane, and Conservation District and Royal Engineers and Consultants, LLC, dated January 8, 2015. (Resolution No. 2015-21)

This Resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: James Stein, Patrick Broussard, Benson Langlinais, Frank Minvielle, Carol Bourgeois, Jr., and James Landry.

NAYS: None.

ABSENT: Scott Saunier, Alfred "Todd" Landry, and Ronald Gonsoulin.

And the Resolution was therefore passed on this 4th day of June, 2015.

2. Discuss meeting change from July 2 to July 9, 2015.

A motion was made by Mr. Frank Minvielle, seconded by Mr. Benson Langlinais, that a Resolution be adopted changing the Regular meeting date of July 2, 2015 to July 9, 2015 due to the Independence Day Holiday. (Resolution No. 2015-22)

This Resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: James Stein, Patrick Broussard, Benson Langlinais, Frank Minvielle, Carol Bourgeois, Jr., and James Landry.

NAYS: None.

ABSENT: Scott Saunier, Alfred "Todd" Landry, and Ronald Gonsoulin.

And the Resolution was therefore passed on this 4th day of June, 2015.

3. Discussion on Workman's Comp Insurance.

Executive Director Ray Fremin, Jr. directed the members of the District to a proposal from LWCC for Workman's Comp Insurance at an annual cost of \$690.

A motion was made by Mr. Patrick Broussard, seconded by Mr. James Landry, that a Resolution be adopted accepting a Workmen's Comp proposal from LWCC at a total annual premium of \$690, and further authorizing the Executive Director to execute any necessary documentation. (Resolution No. 2015-23)

This Resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: James Stein, Patrick Broussard, Benson Langlinais, Frank Minvielle, Carol Bourgeois, Jr., and James Landry.

NAYS: None.

ABSENT: Scott Saunier, Alfred "Todd" Landry, and Ronald Gonsoulin.

And the Resolution was therefore passed on this 4th day of June, 2015.

4. Discuss accounting services for assist with initial setup and annual salary/accounting oversight as needed.

Executive Director Ray Fremin, Jr. stated that he spoke with two local accountants, Broussard, Poche, Lewis, and Breaux, and Singleton. He explained that most of the firms charge an hourly rate of approximately \$80-\$100 for initial setup. He noted that the setup would be minimal and that the selected firm would be available should he need momentary assistance.

In regards to a year-end report, Mr. Fremin explained that there are three possible phases, a compilation report, a review, or an audit, which depends on the revenue intake. Mr. Fremin noted that he hadn't obtained any costs on said report, but plans to obtain cost estimates prior to year-end.

A motion was made by Mr. Patrick Broussard, seconded by Mr. Carol Bourgeois, Jr., that a Resolution be adopted authorizing the Executive Director to select and hire an accounting firm on an hourly basis to assist with the initial setup of financials. (Resolution No. 2015-24)

This Resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: James Stein, Patrick Broussard, Benson Langlinais, Frank Minvielle, Carol Bourgeois, Jr., and James Landry.

NAYS: None.

ABSENT: Scott Saunier, Alfred "Todd" Landry, and Ronald Gonsoulin.

And the Resolution was therefore passed on this 4th day of June, 2015.

5. Discuss and consider the creation of a Policies and Procedures Manual.

Chairman Stein stated that there have been preliminary discussions in regards to the creation of a Policies and Procedures Manual. He explained that they will be gathering information and ideas from surrounding entities such as Levee Districts, the Port of Iberia, and Iberia Parish Government in order that a manual can be constructed.

Executive Director Ray Fremin, Jr. stated that he intends to provide the members of the District with said manual at future meetings for review and adoption, upon completion of a draft.

6. Discuss and consider liability insurance for the District.

Chairman Stein stated it would be in the best interest of the District to have insurance coverage as the District has begun making decision which could affect the public and bring about the possibility of liability issues.

Mr. Justin Delcambre with Brown and Brown Insurance addressed the members of the District and presented an Insurance Proposal at an annual cost of \$2,504.25

A motion was made by Mr. Frank Minvielle, seconded by Mr. Carol Bourgeois, Jr., that a Resolution be adopted authorizing the Executive Director to execute an Insurance Policy with Brown and Brown Insurance at a total annual cost of \$2,504.25. (Resolution No. 2015-25)

This Resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: James Stein, Patrick Broussard, Benson Langlinais, Frank Minvielle, Carol Bourgeois, Jr., and James Landry.

NAYS: None.

ABSENT: Scott Saunier, Alfred "Todd" Landry, and Ronald Gonsoulin.

And the Resolution was therefore passed on this 4th day of June, 2015.

ANNOUNCEMENTS

1. Mr. Pat Landry stated that CPRA will be giving a presentation to the Chenier Plain Levee District meeting on June 16th in Abbeville at 6:00 p.m.

Executive Director Ray Fremin, Jr. questioned if the members of the District would like to budget funding for office supplies.

A motion was made by Mr. Patrick Broussard, seconded by Mr. Carol Bourgeois, Jr., that a Resolution be adopted allocating \$1,500 for necessary office supplies and equipment as needed by the Executive Director. (Resolution No. 2015-26)

This Resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: James Stein, Patrick Broussard, Benson Langlinais, Frank Minvielle, Carol Bourgeois, Jr., and James Landry.

NAYS: None.

ABSENT: Scott Saunier, Alfred "Todd" Landry, and Ronald Gonsoulin.

And the Resolution was therefore passed on this 4th day of June, 2015.

CORRESPONDENCE

None.

NEXT SCHEDULED MEETING

- July 9, 2015

ADJOURNMENT

There being no further business, a motion was made by Mr. Frank Minvielle, seconded by Mr. Benson Langlinais, that the District does hereby adjourn.

All members present voted affirmatively and the motion carried unanimously.

I hereby certify the fore going to be exact and true:

Ray Fremin, Jr., Executive Director

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